

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3440

**TITLE:** LIBRARY PAGE

**GRADE:** S-04

**DEFINITION:**

Under supervision, shelves library books and keeps shelves in proper order; performs simple or routine clerical tasks; and does related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Sorts and shelves library books;  
Alphabetizes books on book carts;  
Checks shelves to ensure books are in proper order;  
Locates specific items for patrons;  
Locates and shelves magazines and pamphlets;  
Cleans and stamps books;  
Assists in lettering and mending;  
Occasionally serves the public at the circulation desk;  
Stamps and meters mail;  
Distributes departmental mail and supplies;  
Performs clerical tasks involving simple arithmetic, alphabetizing, and filing;  
Keeps the library neat and orderly;  
Operates copier and facsimile equipment;  
May do simple typing;  
May do simple art work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to understand and follow oral and/or written directions;  
Ability to compare names and numbers quickly and accurately;  
Ability to push book carts weighing 40 pounds;  
Ability to establish/maintain good working relationships with others;  
Ability to perform basic arithmetic.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to completion of the tenth grade.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

**NECESSARY SPECIAL REQUIREMENT:**

Must be at least 16 years old at time of appointment.

REGRADED:

July 12, 2003

REGRADED/REVISED:

July 1, 1995

REVISED:

October 3, 1994